



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

REPLY TO
ATTENTION OF:

Expires 17 September 2006

ATZK-GCA (600-85a)

17 September 2004

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: USAARMC Policy Memo No. 10-04 - Army Civilian Drug Testing Program

1. References:

- a. AR 600-85, Army Substance Abuse Program (ASAP), 1 October 2001.
- b. DA Pam 600-85, Army Substance Abuse Program Civilian Services, 15 October 2001.
- c. Executive Order 12564, 15 September 1986.
- d. NTEU v. Yeutter, 918 f.2d 968 (D.C. Cir. 1990).
- e. 42 U.S.C. 290dd-1.
- f. 42 U.S.C. 290ee-1.

2. Purpose: To specify procedures used to implement the Civilian Drug Testing Program and provide appropriate arrangements for employees adversely affected. To increase the efficiency, productivity, and effectiveness of the civilian workforce. To reduce absenteeism and the abuse of sick leave through early intervention and prevention of alcohol and other drug abuse.

3. Applicability: All activities which are served by the Fort Knox Civilian Personnel Advisory Center (CPAC) and/or Army Substance Abuse Program (ASAP) and which have appropriated or nonappropriated fund employees in "Testing Designated Positions (TDPs)." Criteria for TDPs are identified at Appendix A to this memorandum.

4. General:

- a. The Civilian Drug Testing program will be administered per E.O. 12564 and all other applicable government-wide laws, rules, regulations, and references.
- b. Drug testing of civilian employees may be accomplished under any of the following circumstances:

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(1) When there appears to be reasonable suspicion an employee is under the influence of drugs.

(2) When an employee volunteers for drug testing.

(3) When there is an examination authorized by Department of Defense (DOD) or Department of the Army (DA) regarding an accident.

(4) As part of voluntary counseling or rehabilitation for illegal drug use.

(5) When an employee occupies a TDP.

(6) Before final selection of an applicant for a TDP.

c. Testing of selectees for TDPs:

(1) The CPAC and ASAP are responsible for notifying candidates for TDPs of the testing requirement and for obtaining signatures on DA Form 5019, Condition of Employment for Certain Civilian Positions Identified Critical Under the Department of the Army Drug Free Federal Workplace Program. This form notifies TDP selectees/employees of DA's right to require their participating in urinalysis testing.

(2) The ASAP is responsible for providing CPAC with the listing of TDPs IAW AR 600-85 and all subsequent changes as they occur. The CPAC, in coordination with supervisors, will then be responsible for identification of TDP employees/applicants.

(3) Applicants will be denied further consideration in the event of a laboratory confirmed positive test result which is verified by the Medical Review Officer (MRO), ChoicePoint MRO Services (Contractor).

d. Random testing of employees occupying TDPs:

(1) The installation commander designated the ASAP the responsibility for the random selection, test specimen collection, laboratory testing, notification of results to the MRO, and complying with provisions of rehabilitation assistance for the employees occupying TDPs. The random selection will ensure the installation meets TRADOC's 10 percent quarterly requirement. The ASAP Installation Biochemical Testing Coordinator (IBTC) and Civilian Program Coordinator (CPC) will be responsible for implementation of the TDP program. The ASAP will notify the selected employees' organizational management of their selection to be tested and specify time, date, and location for collection of a specimen.

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(2) Employees will be notified no earlier than **2 hours** before the appointed time for collection of a urine sample. Ten percent of the TDPs will be selected quarterly for testing on a random basis. A computer maintained by the IBTC/CPC, which is password protected, will be used to make the random selection of persons to be tested. The IBTC will determine the day and time the test will take place. Dates and times will not be revealed to anyone. Management will be notified on the day of the test. In the event a selected employee is absent, management or other supervisory personnel will notify the IBTC who will reschedule the employee for testing with a new 2-hour notice.

e. Collection, testing, and reporting:

(1) Urine testing will be conducted with maximum respect and concern for human dignity. Procedures for collecting, testing, and reporting results of civilian drug tests will be IAW government-wide laws, rules, regulations, and ASAP SOP.

(2) As a minimum, specimens will be safeguarded IAW procedures contained in AR 600-85 to include use of the Federal Drug Testing Custody and Control Form and shipping to a federally certified laboratory at Fort Meade, Maryland for processing.

(3) The ChoicePoint MRO will contact any employee with a positive test result and provide the employee the opportunity to document authorized use of the identified drugs(s) and discuss test results. If the MRO determines the positive result is consistent with authorized use, management will not be notified. When unauthorized use is verified, the MRO will notify the CPC and ADCO so that an offer of rehabilitation services can be made. The ADCO/CPC will notify the supervisor. Any employee with a confirmed positive test, verified by the MRO, who refuses the services of ASAP will be referred by the ASAP to their supervisor for appropriate administrative action. In any event, the MRO will report all positive tests verified as unauthorized use IAW AR 600-85.

(4) The designated location for collecting drug test specimens at Fort Knox is the Installation Biochemical Testing Collection Point, Building 1224 Vine Grove Road. It is the responsibility of the employee's activity to provide transportation, if requested.

(5) Per Section 503 of Public law 100-71, any Federal employee who is the subject of a drug test will, upon written request, have access to any records relating to his/her drug test and any records relating to the result of any relevant certification, review, or revocation of certification processing.

f. Referral and treatment:

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(1) The ADCO/CPC is required to refer TDP employees testing positive for drugs to the Alcohol and Drug Clinic at Ireland Army Community Hospital (IACH). An employee-testing positive will not be retained in a TDP position. This can be accomplished through a detail, reassignment, or change to a non-TDP position. If there is no job available for which the employee is qualified and his/her services cannot be readily used, separation from Federal service may occur.


(2) The CPC will assist the employee in finding an appropriate treatment facility monitor treatment progress. The employee will be encouraged to authorize the CPC to consult with their superiors on their progress in treatment.

(3) Should any question arise as to the accuracy or validity of a positive test result, only the MRO is authorized to order a re-analysis of the original sample. The re-test will be performed at a DOD Forensic Toxicology Drug Testing Laboratory. Further, the employee may request a portion of the original sample be provided directly to a competent laboratory of his/her choice for re-analysis, at the employee's expense.

5. For more information or questions, contact the Army Substance Abuse Program at 624-1532.

FOR THE COMMANDER:

Encl


KEITH A. ARMSTRONG
COL, AR
Garrison Commander

DISTRIBUTION:

A

CF:

DCG, USAARMC

APPENDIX A

1. Positions that authorize the incumbent to carry firearms.
2. Positions that require the incumbent to operate a motor vehicle transporting one or more passengers on at least a weekly basis.
3. Operators of motor vehicles who are required to have a Commercial Drivers License (CDL) and drive motor vehicles weighing more than 26,001 pounds or drive motor vehicles transporting hazardous materials.
4. Positions that require the incumbent to maintain a Top Secret Clearance or have access to Sensitive Compartmented Information.
5. Railroad operating crews and railroad personnel in positions with duties that include handling train movement orders, conducting safety inspections, or the maintaining and repairing of signal systems.
6. Aviation flight crewmembers, air traffic controllers, and aviation personnel in positions with duties that include dispatch, safety inspections, or the repair and maintenance of aircraft.
7. ADAPCP positions in which the incumbent provides direct rehabilitation and treatment services to identified illegal drug users.
8. Personnel Reliability Program (PRP) positions. Nuclear duty positions or chemical duty positions under the provisions of AR 50-5 or AR 50-6.
9. Positions with duties involving the supervision or performance of controlling and extinguishing fires and/or rescuing people endangered by fire.
10. Positions that require handling of munitions or explosives in connection with the manufacture, maintenance, storage, inspection, transportation, or demilitarization of these items.
11. Positions that require the incumbents to electroplate critical aircraft parts.
12. Front line law enforcement personnel with drug interdiction duties who have access to firearms.
13. Health care positions with duties requiring direct patient contact, diagnostic testing, therapeutic functions, extracting bodily fluids, preparing specimens for exam, confirming patient results; or duties related to drugs and medicine - maintain, store, safeguard, data entry, fill, or distribute prescriptions or medicines. MEDDAC and DENTAC personnel.